

## AGENDA BILL

Beaverton City Council  
Beaverton, Oregon

**SUBJECT:** Contact Award - Sustainable Communities  
Grant Opportunities and Transfer  
Resolution

**FOR AGENDA OF:** 02-05-13 **BILL NO:** 13042

**Mayor's Approval:** *[Signature]*

**DEPARTMENT OF ORIGIN:** CEDD *[Signature]*

**DATE SUBMITTED:** 01-25-13

**CLEARANCES:** City Attorney *[Signature]*  
CAO *[Signature]*  
Purchasing *[Signature]*  
Finance *[Signature]*  
Sustainability *[Signature]*

**PROCEEDING:** CONSENT AGENDA  
Contract Review Board

**EXHIBITS:** 1. Transfer Resolution  
2. Request For Proposal's Scope  
of Work  
3. Scoring Summary

### **BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$41,000	BUDGETED \$-0-	REQUIRED \$41,000*

\*The \$41,000 Appropriation Required is available from the General Fund's Contingency Account and the necessary appropriation would be established through the attached Transfer Resolution.

### **RECOMMENDED ACTION:**

City Council acting as Contract Review Board,

1. Awards a contract for Sustainable Communities Grant Opportunities to Sustainable Strategies DC (S2) in the amount of \$41,000 for the remainder of this fiscal year, with an option to renew the contract for two additional one-year periods (FY 2013-14 and FY 2014-15) at the City's discretion and subject to each fiscal year's budget approval. The anticipated annual expense is \$100,000.
2. Approves the attached Transfer Resolution that provides the necessary \$41,000 appropriation for the remainder of this fiscal year based on a \$7,500 per month retainer for five months, plus \$3,500 for one trip to Beaverton.

### **HISTORICAL PERSPECTIVE:**

As part of the City's efforts to seek funding resources for City priorities, staff found that sustainability funds were available across multiple federal agencies, but that obtaining this funding necessitates specialized skills to identify relevant opportunities, submit targeted funding grant applications, and advocate effectively for federal program resources.

In light of these challenges, staff initiated a pilot project with Sustainable Strategies DC (S2), a boutique government relations and strategic consulting firm based in Washington DC, on June 1, 2012, lasting until January 31, 2013. The pilot program was designed to help Beaverton secure federal sustainability grant funds and find federal and state resources for community revitalization, smart growth, and sustainability projects. Since June 2012 to January 2013, S2's efforts have helped City staff identify and pursue funding for:

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- \$1.6 million for a Community Transformation Grant from the Centers for Disease Control and Prevention to be used in connection with the development of the Beaverton Community Health Center;
- Applications for the \$5 million Bloomberg Philanthropies' Mayors Challenge grant;
- Submission of three other grants to offset water storage costs from the Bureau of Reclamation, study brownfields from the Environmental Protection Agency (EPA), and offer technical assistance to Beaverton's Urban Redevelopment Agency also from the EPA.

The successes of this initial work with S2 prompted staff to continue to explore federal sustainable communities grant opportunities from federal programs and initiate a Request For Proposals (RFP) process to continue to obtain federal program funding for sustainability projects.

The RFP was advertised in the Daily Journal of Commerce on January 4, 2013, and resulted in the submission of two proposals. The two proposals were received and opened on January 22, 2013, at 2:00 PM. The proposals were reviewed by five staff members from three different departments. Sustainable Strategies was the highest ranked proposer and clear winner of this competitive bidding process.

S2 will assist City staff in identifying grant opportunities available from federal programs, assist staff in writing and submitting grants, and strategically position Beaverton's projects with federal staff in numerous agencies. The grant opportunities will focus on sustainable community opportunities and in some cases will follow federal funds that have been allocated to state agencies.

#### **INFORMATION FOR CONSIDERATION:**

Continued success to identify, pursue, write applications, and bring funding to Beaverton is dependent on retaining knowledgeable firms that have expertise to advocate for sustainability related projects for a city of Beaverton's size. This work will identify opportunities and create grant applications that bring a wide range of funding sources to support city-wide sustainable development goals.

The \$41,000 appropriation required for this contract through the end of this fiscal year is available from the General Fund's Contingency Account and the necessary appropriation would be established through the attached Transfer Resolution.

RESOLUTION NO. 4156

**A RESOLUTION APPROVING TRANSFER OF  
APPROPRIATION WITHIN THE GENERAL FUND OF THE  
CITY DURING THE FY 2012-13 BUDGET YEAR AND  
APPROVING THE APPROPRIATIONS FOR THE FUND**

**WHEREAS**, the City Council reviews and approves the annual budget; and,

**WHEREAS**, during the year the Council must authorize the transfers of appropriations from one category of a fund to another fund or from categories within a fund; and,

**WHEREAS**, an additional appropriation of \$41,000 is needed in the Materials and Services Category of the General Fund for the Sustainable Communities Grant Opportunities Contract Award, and the expenditure appropriation is available in the Contingency Category of the fund; now therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEAVERTON, OREGON:**

Section 1. The Finance Director is hereby authorized and instructed to transfer the following appropriations:

\$41,000 out of the Contingency Category of the General Fund into the Materials and Services Category as indicated below:

Materials and Services – Professional Services	001-70-0656-511	\$41,000
Contingency	001-13-0003-991	<\$41,000>

Adopted by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_  
Catherine Jansen, City Recorder

\_\_\_\_\_  
Denny Doyle, Mayor

## REQUEST FOR PROPOSAL~ SCOPE OF WORK SUMMARY

The City sought sealed proposals from qualified consultants to provide federal government relations services with sustainability community grant opportunities on behalf of the City. Such services include, but are not limited to:

1. Providing strategic, timely, and tactical advice relative to governmental issues affecting the City and its sustainability interests. Common issue areas include, but are not limited to, transportation, housing, land use, urban development and redevelopment, public safety, environment, tax credits, economic development, alternative energy, green building, and state and federal funding.
2. Advocating on behalf of the City before various state and federal regulatory, programmatic, and legislative bodies and conducting issue management as needed preparatory to such activities.
3. Assisting the City in prioritizing and developing sustainability priorities with City staff in all city departments.
4. Assisting the City in identifying and creating a list of a wide variety of grants funding sources that pertain to sustainability areas of interest of the City, including federal, foundation, and discretionary funding that relates to sustainability topics, particularly for energy, health, environmental justice, transportation, economic development, smart growth, urban renewal, and cultural programs.
5. Assisting the City in strategically shaping projects to be more competitive and match the availability of funding from federal programs and initiatives.
6. Assisting the City staff in identifying, writing, reviewing, and submitting grants to secure funding for sustainability related projects.
7. Informing City staff in a timely manner about grant opportunities as they arise.
8. Assisting the City in developing and sustaining long-term substantive relationships with federal elected and appointed officials.
9. Facilitating meetings for City officials with various federal program officials in Beaverton as well as other parts of the nation.
10. Communicating with and providing ongoing reports and information to key staff in the City's Mayor's Office and Community and Economic Development Department.
11. Contractor shall not directly or indirectly participate in or intervene in any political campaign on behalf of or in opposition to any City-related initiative, referendum or recall petition, measure or candidate. (This restriction does not prohibit Contractor from assisting City in providing only impartial, factual information related to an initiative, referendum or recall petition, measure or candidate).
12. Contractor shall provide the City with a complete and up-dated client list during the term of any Contract resulting from this procurement.

## SCORING SUMMARY FOR SUSTAINABLECOMMUNITIES GRANT OPPORTUNITIES

The Sustainability Division sent out a Request for Proposals (RFP) titled Sustainability Community Grant Opportunities on behalf of the City. The City received two proposals from CFM Strategic Communications, Inc and Sustainable Strategies, DC.

Five City staff, representing three different departments evaluated and scored the proposals resulting in the following scoring:

### CFM

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Average
Signature Page	4	4	4	4	4	4	4
Transmittal Letter	4	4	4	4	4	4	4
Knowledge & Experience	32	32	31	30	30	32	31
Project Approach & Understanding	32	28	31	30	20	27	27.2
Relevant Experience & References	16	14	12	15	14	16	14.2
Contract Price	12	9	10	10	6	6	8.2
<b>Total Points</b>	<b>100</b>	<b>91</b>	<b>92</b>	<b>93</b>	<b>78</b>	<b>89</b>	<b>88.6</b>

### Sustainable Strategies

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Average
Signature Page	4	4	4	4	4	4	4
Transmittal Letter	4	4	4	4	4	4	4
Knowledge & Experience	32	32	32	29	32	32	31.4
Project Approach & Understanding	32	32	32	29	32	32	31.4
Relevant Experience & References	16	16	15	15	16	16	15.6
Contract Price	12	12	12	12	12	9	11.4
<b>Total Points</b>	<b>100</b>	<b>100</b>	<b>99</b>	<b>93</b>	<b>100</b>	<b>97</b>	<b>97.8</b>

